

CODE OF CONDUCT AND ETHICS

ALASKA MARINE SAFETY EDUCATION ASSOCIATION

Effective date: September 29, 2008 Revised: January 27, 2009

The Board of Directors of the Alaska Marine Safety Education Association (AMSEA) has adopted the following Code of Conduct and Ethics for its Directors, employees, instructors under contract, and volunteers (hereafter referred to as Representatives). This Code is intended to advise AMSEA Representatives of areas of ethical risk, provide guidance to help them recognize and deal with ethical risk, provide mechanisms to report unethical conduct, and help foster a culture of honesty and accountability. Every Representative must comply with the letter and spirit of this Code.

No code or policy can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles. Directors are encouraged to bring questions about particular circumstances that may involve one or more of the provisions of this code to the attention of the Chair, who may consult with inside or outside legal counsel as appropriate.

1. Conflict of Interest

Representatives, while conducting AMSEA business, must avoid any conflicts of interest between themselves and AMSEA. A conflict of interest should be disclosed promptly to the Chair of the Board.

A conflict of interest can occur when a Representative has a personal interest that is adverse to – or may appear to be adverse to – the interest of AMSEA as a whole. Conflicts of interest may also arise when a Representative, or a member of his or her immediate family, receives improper personal benefits as a result of his or her position.

This Code does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts, which Representatives must avoid, are outlined below:

- *Relationship of AMSEA with third parties* Representatives may not engage in any conduct or activities that are inconsistent with the best interest of AMSEA or that disrupt or impair AMSEA's relationship with any person's or entity with which the AMSEA has or proposes to enter into a business or contractual relationship.
- *Gifts.* Representatives may not accept gifts beyond a value of \$25.00 from persons or entities who deal with AMSEA, where acceptance of the gift could create the appearance of a conflict of interest or an attempt to influence a decision by the staff or the Board.

- *Personal use of AMSEA assets.* Representatives may not use AMSEA assets, labor or information for personal use unless approved by the Chair or Executive Director.

2. Corporate Opportunities

Representatives are prohibited from (a) taking for themselves personal opportunities related to the business of AMSEA; (b) using AMSEA's property, information, or position for personal gain; or (c) competing with the company for business opportunities, provided *however*, if AMSEA's disinterested Directors or Executive Director determine that AMSEA will not pursue an opportunity that relates to the business of AMSEA, a Representatives may do so.

3. Confidentiality

Representatives should maintain the confidentiality of information entrusted to them by AMSEA and any other confidential information about AMSEA that comes to them, from whatever source, in their capacity as a Representative, except when disclosure is authorized or legally mandated. For purposes of this Code, "confidential information" includes all non-public information relating to AMSEA. In addition all Representatives will aspire to keep personal differences or differences of opinion within AMSEA and not defame the organization to others.

4. Compliance with laws, rules and regulations; fair dealing

Representatives shall comply, and satisfy themselves that appropriate policies and procedures are in place for compliance by employees, Directors, contractors and volunteers, with laws, rules and regulations applicable to AMSEA.

5. Encouraging the reporting of any illegal or unethical behavior

Representatives shall promote ethical behavior and take steps to ensure that AMSEA (a) encourages employees, contractors and volunteers to talk to supervisors and other appropriate personnel when in doubt about the best course of action to take in a particular situation; (b) encourages Representatives to report violations of law, rules, regulations, or this Code; and (c) informs Representatives that AMSEA will not allow retaliation for reports made in good faith.

6. Equal treatment and good conduct

Representatives will aspire to not discriminate in any of its functions on the basis of race, gender, ethnicity, religion, age, or sexual orientation. In addition,

Representatives will aspire to avoid situations and personal actions that will bring discredit to AMSEA.

7. Compliance procedure

Any suspected violations of this Code should be reported promptly to the Chair of the Board of Directors. Violations will be investigated by the Board or persons designated by the Board and appropriate action will be taken in the event of any violations of the Code. Subsequent to its effective date, any waiver of this Code may be made only by the Board of Directors.

The undersigned Representative has read Alaska Marine Safety Education Association's **Code of Conduct and Ethics**, as adopted September 29, 2008, and agrees to comply with the principles set forth therein.

Signature: _____

Printed Name: _____

Title/Position: _____

Date: _____